



HEADQUARTERS
CIVIL AIR PATROL NEW YORK WING
UNITED STATES AIR FORCE AUXILIARY
817 STEWART AVE (REAR)
GARDEN CITY NY 11530



01 Feb 2003

MEMORANDUM FOR FIRST TIME IN-FLIGHT ENCAMPMENT CADETS

FROM: 2003 ENCAMPMENT COMMANDER

SUBJECT: 2003 New York Wing Leadership Encampment

1) **Welcome.** With the coming of spring once again comes the Encampment season, and I am looking forward to a great turnout this year, for in-flight cadets as well as cadet and senior staff. We have many exciting plans in the works for this year, and you aren't going to want to miss out! As such, I want to encourage everyone to get their applications in as soon as possible.

2) **Dates and Location.** Given the world situation being what it is, I hope that everyone will understand that although your senior staff and our CAP-USAF Liaison Office are working very hard to prepare for this year's Encampment, nothing can be taken for granted, and there is always the possibility that the dates and/or location might have to change between now and this summer. With this said, I am pleased to announce that the New York Wing of the Civil Air Patrol is planning to conduct its 2003 Leadership Encampment once again at Fort Drum in Watertown, New York. The encampment will run from 26 July to 03 August for in-flight cadets. In-flight cadets are expected to arrive and depart on the dates indicated – there will be NO exceptions.

3) **Encampment Summary.** Encampments are often the most significant and worthwhile event in a CAP Cadet's career. Encampments will usually focus on one of the three missions of CAP: Aerospace Education, Emergency Services, and the Cadet Leadership Program. Our Encampment in New York Wing this year will be a Leadership Encampment, and will provide the opportunity for newer cadets to learn about followership and leadership by experiencing the life of an airman for a week. New cadets will learn the basics of being a CAP Cadet through a very rigorous training schedule during the week, and by living in military barracks with their fellow cadets. More experienced cadets will have the opportunity to grow and refine their leadership skills by serving on the cadet staff in a wide variety of positions.

4) **Application Requirements.**

<i>All Applicants</i>	<i>NCO Academy</i>	<i>In-flight Cadets</i>
<ul style="list-style-type: none">• Current membership card at time of encampment• Cadet Protection Training (CPPT) if 18 or older	<ul style="list-style-type: none">• Prior encampment credit• C/SSgt by 29 Mar 2003	<ul style="list-style-type: none">• Curry Award (C/Amn) by 14 Jun 2003

5) **Cost.** The cost for this year's Encampment will be \$175 for each in-flight cadet. We strongly suggest that all squadrons conduct some fund-raising events during the coming spring to help defer the cost. The encampment will accept payment by check, money order, or credit card. Checks and money orders should be included in with the application papers. Those wishing to pay by credit card should fill out and sign the credit card authorization section of the NYWF 31. Only Visa and Mastercard will be accepted. This information will be kept confidential at all times. There are a limited number of scholarships available to help defer the cost of the Encampment. Please speak to your group cadet programs officer for more details.

6) **New Logo Contest.** There will be a contest this year to design a new graphic logo for the NYWG encampment at Fort Drum. This competition will be open to all NYWG cadets and the cadet who designs the winning logo will receive a coupon valid for one half of the 2003 encampment fee. Entries must be submitted electronically along with a brief (one paragraph) explanation of the design. All entries must be received by the commander at dstouch@rcn.com on or before 24 May 2002 in order to be considered for the prize.

7) **Charter Bus.** A charter bus for transporting in-flight cadets to and from the encampment is being coordinated by Lt Col Johnnie Pantanelli ((914) 428-1841, erborn1947@aol.com). The bus has enough seats for 48 in-flight cadets and will cost \$55.00 per cadet for round-trip fare. Reservations will be accepted on a first-come first-served basis and must be made with Lt Col Pantanelli by 14 June 2003. Make checks payable to "Civil Air Patrol." The bus will stop at or near Queens, Fishkill, and Albany, NY. We also need two senior members to volunteer as bus escorts for both legs of the trip. More information will be sent to those cadets that sign up.

8) **New Application Forms.** Please note that there are once again new application forms, dated **Feb 2003**, that will be used for this year's encampment. This includes a new NYWF 31 "Application for New York Wing Encampment". The NYWF 31 will be used by all applicants for the Encampment itself. Copies of the new forms will be sent to all squadrons in addition to being posted on both the New York Wing website at <http://nywg.cap.gov/> and the Cadet Programs website at <http://www.nywgcadets.org/enc2003/>. All applying personnel and squadron commanders are requested to make a special effort to ensure that their forms are legible (typed forms are preferred) so that there are no errors in processing them.

9) **Distribution.** We are counting on everyone in our Wing to help get the word out about this year's Encampment and to encourage everyone to get their applications submitted on time. We are all looking forward to having a terrific Encampment again this year. Thank you for your support!

10) **Mailing Address.** Applicants should only submit ONE copy of each application form. All signed applications must be either mailed or faxed to the Encampment Registrar at the following address:

2003 NYWG Encampment Registrar
c/o Maj Mary Lou Falco
2 Mildred Lane
Latham, NY 12110 – 3519
Fax: (775) 269-8312

11) **Application Deadlines.** This year we will need all squadrons to be especially attentive to the deadline so that we can better plan for the encampment and so that we can accommodate with the rules and security measures being set forth by our host facility, Fort Drum. NO LAST MINUTE APPLICATIONS WILL BE ACCEPTED. Cadets who arrive at Fort Drum and have not been pre-registered for the Encampment WILL BE SENT HOME. The Fort Drum security policies require that we provide them with a list of who is attending prior to their arrival. As a result of increased cadet enrollment this year, we may have limited space, and applications will be accepted on a first come first served basis. Upon receipt of your application by the Encampment Registrar, you will be sent a confirmation letter to indicate anything that we are missing in order to process your application. The following are important dates and deadlines:

14 Jun 2003 POSTMARK DEADLINE	26 Jul – 03 Aug 2003 Encampment (In-Flight Cadets)
<ul style="list-style-type: none">• In-flight cadet applications – NYWF 31• NCO Academy applications – NYWF 31 <i>(Include brief (1/2 page) summary of relevant CAP and leadership experience (resume) – NCOA only)</i>	<ul style="list-style-type: none">• 26 July – In-flight cadets arrive between 1200 and 1600• 03 August –graduation, in-flight cadet out-processing, and departure to follow immediately

Sincerely,



Daniel W. Stouch, Capt, CAP
2003 Encampment Commander